

**Enrolled Minutes of the Forty-third Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Plenary Business Meeting  
Monday, September 11, 2017**

*Study Session.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, September 11, 2017 at 6:50 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent meeting.

The study session ended at 7:00 O'clock p.m.

*Regular meeting.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, September 11, 2017 at 7:03 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Dan Vassar, presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett Tauber, Esq. Town Attorney; Pete Hojnicky, Police Chief; John M. Bach, Public Works Director; Alex M. Brown, CPRP, Parks and Recreation Superintendent; William R. Timmer, Jr., CFOD, Fire Chief; and Kenneth J. Mika, Building Commissioner; and Kathy DeGuilio-Fox, Redevelopment Director were present.

*Additionally present:* Susan Murovic, Advisory Board of Zoning Appeals; and Ed Dabrowski, Contract Information Technology Consultant were additionally present.

**Minutes of the Previous Meetings:** The minutes of the regular meeting of 28 August 2017, were approved by general consent.

**Communications:**

1. The Town Council received and acknowledged the communication of **Kathy DeGuilio-Fox** resigning her appointment to the Board of Sanitary Commissioners. It was noted that no further action was necessary as the letter of resignation is effective upon filing pursuant to IC 5-8-3.5 et seq., and IC 5-8-4-4.

**Staff Reports:** The following staff reports were received and filed.

- **Building & Inspection Report for August 2017**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
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<b>Parks</b>	0	0	1	0	0	12	0
<b>Fire</b>	0	0	1	0	0	0	0
<b>Police</b>	1	6	6	0	243	2	21
<b>Street</b>	0	0	1	0	0	0	0
<b>Water &amp; Sewer</b>	1	1	6	0	0	14	0
<b>Maint.</b>	0	2	1	0	0	0	0
<b>Other</b>	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>0</b>	<b>243</b>	<b>28</b>	<b>21</b>

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

**General Orders and Unfinished Business:**

- Proposed Ordinance No. 1654:** An Ordinance to Amend Sections 12.05.120 (C) and (D) of the Highland Municipal Code Regarding the Department of Waterworks regarding Certain Rates and Charges, all pursuant to I.C. 36-1-4, IC 36-1-5, IC 8-1.5-3-8.1 and IC 8-1.5-4 et sequitur.

*(The Board of Waterworks Directors passed and adopted Water Resolution No. 2017-13 amending its rules regarding changes to the notice and hearing on delinquent water bills and certain rates and charges and recommending this Ordinance for hearing and adoption. Pursuant to the terms of IC 8-1.5-3-8.1 and Section 12.05.080(I) of the municipal code, this matter can only be introduced and set for public hearing. No further action may be taken. If introduced, a public hearing will be conducted on this ordinance at the Town Council meeting of Monday, September.)*

Councilor Herak introduced and filed the proposed ordinance. There was no further action.

- Works Board Order No. 2017-19:** An Order of the Works Board Accepting the Recommendation of Garcia Consulting that the Johnston Street Reconstruction is Substantially Complete and Authorizing the Release of Retainage to Walsh & Kelly, Incorporated for the Johnston Street Reconstruction Project in the amount of \$41,632.84

Councilor Herak moved the passage and adoption of Works Board Order No. 2017-19. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN OF HIGHLAND  
 ORDER OF THE WORKS BOARD NO. 2017-19

**AN ORDER OF THE WORKS BOARD ACCEPTING THE RECOMMENDATION OF GARCIA CONSULTING THAT THE JOHNSTON STREET RECONSTRUCTION IS SUBSTANTIALLY COMPLETE AND AUTHORIZING THE RELEASE OF RETAINAGE TO WALSH & KELLY, INCORPORATED FOR THE JOHNSTON STREET RECONSTRUCTION PROJECT IN THE AMOUNT OF \$41,632.84**

**Whereas**, the Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved a public works project for street reconstruction and other improvements in the public roadway of Johnston Street between Ridge Road and Highway Avenue, with the project commonly known as the Johnston Street Reconstruction Project (Project); and

**Whereas**, The Board of Works had heretofore awarded a contract to Walsh & Kelly, Incorporated for the Project on November 28, 2016 in the amount of Four Hundred Forty-eight Thousand Four Hundred Five Dollars and 37/100 Cents (\$448,405.37); and

**Whereas**, The Board of Works had heretofore approved Change Order No. 1 that decreased the original contract amount by Twenty-two Thousand Two Hundred Thirty-three Dollars and 94/100 cents (\$22,233.94) bringing the total value of the Contract to Four Hundred Twenty-six Thousand One Hundred Seventy-one Dollars and 43/100 Cents (\$426,171.43); and

**Whereas**, Garcia Consulting Engineers has heretofore determined that the Project is complete pursuant to the terms of contract specifications, prepared the Certificate of Substantial Completion (attached hereto) and has recommended the release of retainage held in the amount of Forty-one Thousand Six Hundred Thirty-two Dollars and 84/100 Cents (\$41,632.84); and

**Whereas**, The Board of Works now desires accept the recommendation of Garcia Consulting and authorize and approve the release of retainage held in the amount of the Forty-one Thousand Six Hundred Thirty-two Dollars and 84/100 Cents (\$41,632.84).

**Now Therefore Be it hereby Ordered** by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana:

**Section 1.** That construction work performed by Walsh & Kelly, Incorporated for the Johnston Street Reconstruction Project is hereby accepted and approved in each and every respect; and

**Section 2.** That the President is hereby authorized to execute Certificate of Substantial Completion, attached hereto and made a part of this Order, with copies to be distributed to the Garcia Consulting (engineer) and Walsh & Kelly, Inc. (contractor);

**Section 3.** That the recommendation from Garcia Consulting Engineers to release retainage held in the amount Forty-one Thousand Six Hundred Thirty-two Dollars and 84/100 Cents (\$41,632.84) is hereby accepted; and

**Section 4.** That the Office of the Clerk Treasurer is authorized and instructed to release retainage held in the amount of Forty-one Thousand Six Hundred Thirty-two Dollars and 84/100 Cents (\$41,632.84). to Walsh & Kelly, Incorporated.

**Be it So Ordered**

**Duly Passed, Adopted, and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 11<sup>th</sup> day of September, 2017 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Dan Vassar, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

3. **Works Board Order No. 2017-20:** An Order Approving and Authorizing the Metropolitan Police Chief to Purchase and Lease/Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (4) four 2018 Ford Utility Police Interceptor Base pursuant to I.C. 5-22-8-2.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2017-20. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2017-20**

**An Order Approving and Authorizing the Metropolitan Police Chief to Purchase and Lease/Purchase from Lakeshore Ford of Chesterton, IN through the State of Indiana (4) four 2018 Ford Utility Police Interceptor Base pursuant to I.C. 5-22-8-2.**

**Whereas**, The Town of Highland Metropolitan Police Department, as part of its public duties, has a responsibility for patrol, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Metropolitan Police Chief has determined a need to replace certain equipment and supplies and has further determined the purchase price will be below \$150,000.00.

**Whereas**, The Metropolitan Police Chief has identified Lakeshore Ford of Chesterton, IN through the State of Indiana to be a desirable source vendor for the purchase of four (4) 2018 Ford Utility Police Interceptor Base at price of \$25,842.00, for three of the four with the fourth base price of \$26,028.00 minus the trade-ins totaling \$12,000.00 for a total of **\$91,554.00**;

**Whereas**, The department will be purchasing two (2) vehicles outright one white for the price of \$25,842 and one unmarked blue for the price of \$26,028, minus the trade-in allowance of \$12,000 a **net** total of **\$39,870.00**. The two (2) remaining white marked price units at a unit price of \$25,842 each, will be obtained via a Lease/Purchase, with the total purchase price being \$51,684.00, not including lease fees or interest;

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B) as well as Section 3.05.060 F (1) (3) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency; and

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(2) of the Highland Municipal Code serves as the purchasing agency for the Metropolitan Police Department; and

**Whereas**, The Metropolitan Police Chief, pursuant to Section 3.05.050 (D)(2) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas**, The Purchasing Agent, pursuant to Section 3.050.060 (F)(1) of the Highland Municipal Code, expected that the purchase would be at least \$50,000 and not more than \$150,000.00 and therefore could have solicited quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

**Whereas**, The Purchasing Agent, elected to seek formal bids pursuant to Section 3.05.060 (F)(1)(3) of the Highland Municipal Code, with bids opened and read aloud on August 25th, 2017 at 2:00 P.M., the results of such bids as follows:

- (A) Lake Shore Ford, 244 Melton Road, Chesterton, Indiana at a unit price Of **\$25,842.00** for three of the vehicles and \$26,028 for one blue unmarked vehicle, gross total price of \$103,554, minus five (5) trade-ins totally valued at \$12,000.00 and a total purchase price of \$91,554;

**Whereas**, The purchase of the vehicles will be supported by the Municipal Capital Cumulative Fund (MCCD) of and a duly approved appropriation in the Metropolitan Police Department of the Corporation General Fund;

**Whereas**, The Town Council now desires to approve and authorize the Police Chief to complete the purchase pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby finds and determines that the offer from Lake Shore Ford of Chesterton, 244 Melton Road, Chesterton, Indiana to be the lowest responsive and responsible offeror having offered a unit price Of **\$25,842.00** for three of the vehicles and **\$26,028** for one blue unmarked vehicle rendering a gross total price of **\$103,554**, to be adjusted by five (5) trade-ins totally valued at \$12,000.00 then rendering a total net purchase price of \$91,554; all pursuant to IC 5-22 and Section 3.05.060 (F)(3) of the Highland Municipal Code;

**Section 2.** That the Police Chief is authorized and approved to purchase from Lakeshore Ford of Chesterton two (2) 2018 Ford Utility Police Interceptors, one to be marked at the price of \$25,852 and one to be unmarked at the price of \$26,028 for a preliminary total of \$51,870.00 minus the trade-ins of \$12,000.00, for a **net** total of **\$39,870.00**; all pursuant to IC 5-22 and Section 3.05.060 (F) (3) of the Highland Municipal Code;

**Section 3.** That the Police Chief is further authorized to purchase two remaining vehicles, priced at \$25,842 each, by way of lease/purchase for a total price of \$51,684.00 excluding lease fees and interest, all pursuant to IC 5-22 and Section 3.05.060 (F) (3) of the Highland Municipal Code;

**Section 4.** That the Metropolitan Police Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, pursuant to IC 36-5-4-14.

**Be It So Ordered.**

**Duly Passed, Adopted, and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 11<sup>th</sup> day of September, 2017 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/Dan Vassar, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer** (IC 33-42-4-1; IC 36-5-6-5)

- 4. Works Board Order No. 2017-21:** An Order Approving and Authorizing the Fire Chief to Purchase from Identified Vendor paving Services for the North Parking Lot at the Central Fire Station, all pursuant to I.C. 36-1-12-5, I.C. 5-22-8-2 and IC 5-22-17-3 as well as HMC Sections 3.15.180 and 3.15.190.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2017-21. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2017-21**

**An Order Approving and Authorizing the Fire Chief to Purchase from Identified Vendor paving Services for the North Parking Lot at the Central Fire Station, all pursuant to I.C. 36-1-12-5, I.C. 5-22-8-2 and IC 5-22-17-3 as well as HMC Sections 3.15.180 and 3.15.190.**

**Whereas**, The Town of Fire Department, as part of its public duties, has a responsibility for fire suppression, prevention, public safety and protection of life and property throughout the Town of Highland and, from time to time, it is necessary to purchase and or lease materials and supplies in order to carry out the functions of the department; and

**Whereas**, The Fire Chief has determined a need to resurface or repave the north parking lot at the Central Fire Station and has further determined the purchase price will be less than \$50,000.

**Whereas**, The Fire Chief solicited from vendors known to deal in the services being sought, quotes on paving the north parking lot at the fire station, estimated to be 14,520 square feet;

**Whereas**, The public works project based upon its estimate cost of less than \$50,000, represents a small project pursuant to I.C. 36-1-12, sections 4.9 and 5 as well as HMC Sections 3.15.180 and 3.15.190; and,

**Whereas**, The price for the purchase exceeds \$15,000.00 and, pursuant to Section 3.05.040 (E) as well as Section 3.05.050 (B)(2) of the Highland Municipal Code, such purchase requires the express approval of the purchasing agency; and

**Whereas**, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A)(3) of the Highland Municipal Code serves as the purchasing agency for the Fire Department; and

**Whereas**, The Fire Chief, pursuant to Section 3.05.050 (D)(4) of the Highland Municipal Code, serves as the Purchasing Agent for the Metropolitan Police Department; and

**Whereas**, The Purchasing Agent, pursuant to Section 3.15.180 of the Highland Municipal Code, expected that the purchase would be at least \$50,000 and therefore solicited quotes from at least three (3) vendors known to deal in the lines or classes of supplies to be purchased;

**Whereas**, The Purchasing Agent, having solicited quotes pursuant to the Highland Municipal Code, reported these quotes compiled and reviewed the results of such solicitation as follows:

**Walsh & Kelly**, 1700 E. Main Street, Griffith, Indiana 46319. Base price \$23,351.00 optional reflective crack control fabric \$4,082.00, total: **\$27,433.00**

**Site Services**, 10117 Kennedy Avenue, Highland, Indiana 46322 Base price \$23,351.00 optional reflective crack control fabric \$0.00, total: **\$25,590.00**

**Asphalt Service Contractors, Inc.**, 616 Avenue H, Griffith, Indiana 46319 Base price \$21,020.00 optional reflective crack control fabric \$0.00, total: **\$21,020.00**

**Whereas**, The purchase of the vehicle will be supported by an appropriation in the Public Safety Local Income Tax (LIT) Fund; and,

**Whereas**, The Town Council now desires to approve and authorize the Fire Chief to complete the purchase of the public works services pursuant to the terms and stated herein,

**Now, Therefore Be It Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality:

**Section 1.** That the Works Board hereby authorizes and approves the purchase from **Asphalt Service Contractors, Inc.** for the amount of **\$21,020.00**, pursuant to IC 5-22, Sections 3.15.180, 3.15.190 and Section 3.05.060 (G) (1) of the Highland Municipal Code;

**Section 2.** That the Works Board hereby finds and determines that the offer from **Asphalt Service Contractors, Inc.**, for the amount of **\$21,020.00**, to be the lowest responsive and responsible offer pursuant to IC 5-22, Sections 3.15.180, 3.15.190 and Section 3.05.060 (G) (1) of the Highland Municipal Code;

**Section 3.** That the Fire Chief is now authorized and approved to execute the purchase agreement and any additional documents in order to implement this purchase and then file these documents as financial materials with the Office of the Clerk-Treasurer, as required pursuant to IC 36-5-4-14.

**Be it so Ordered.**

**Duly, Passed and Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 11<sup>th</sup> day of September 2017 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Dan Vassar, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

5. **Resolution No. 2017-34:** A Resolution Regarding Waiver of Mandatory Retirement Granting an Extension of Duties for One (1) Year for an Employee of the Town Pursuant to HMC Section 2.35.040.

Councilor Kuiper moved the passage and adoption of Resolution No. 2017-34. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland  
RESOLUTION NO. 2017-34**

**A RESOLUTION REGARDING WAIVER OF MANDATORY RETIREMENT GRANTING AN EXTENSION OF DUTIES FOR ONE (1) YEAR FOR AN EMPLOYEE OF THE TOWN PURSUANT TO HMC SECTION 2.35.040.**

**WHEREAS**, The Town Council is the fiscal and legislative body of the Town of Highland, pursuant to IC 36-5 et sequitur;

**WHEREAS**, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

**WHEREAS**, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

**WHEREAS**, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

**WHEREAS**, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

**WHEREAS,** The Town of Highland has established a mandatory retirement age for employees of the municipality set forth in Highland Municipal Code Section 2.35.040;

**WHEREAS,** HMC Section 2.35.040 (C) provides: *“Employees shall retire from municipal duty at the age of 75 years, and the date of such retirement shall be at the end of the municipal fiscal year in which their seventy-fifth birthday is attained;”*

**WHEREAS,** HMC Section 2.35.040 (D) further provides *that* the town council may waive mandatory retirement and grant an extension of duties for each municipal year, upon making certain determinations

Whereas, The Town Council is in receipt of a written request from Judy Vaughn, requesting such a waiver, noting that in October of this year, she will attain 75 years of age; and

Whereas, The Town Council now desires to take such steps as are necessary and desirable to grant a waiver for mandatory retirement and grant a one-year extension as requested,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

**Section 1.** That the Town Council makes the following findings and determinations, pursuant to its authority under HMC Section 2.35.040:

(A) That there is a mandatory retirement age of seventy-five (75) for municipal employees in the Town of Highland;

(B) That pursuant to HMC Section 2.35.040 (D), Judy Vaughn, an employee of the Town has provided a written request asking that the Town Council waive the mandatory retirement in her case, and grant her an extension to continue her duties under the terms of the code, finding her to be physically and mentally fit for her normal duties;

(C) That in order for the Town Council to waive mandatory retirement for an employee, HMC Section 2.35.040 (D) (1) and (2) requires that the Town Council determines that an employee is deemed physically and mentally able to perform the employee’s normal duties and that such a waiver and extension is in the best interests of the Town;

**Section 2. (A)** That based upon the forgoing, the Town Council does now hereby find that Judy Vaughn an employee of the Town will reach in October of this year the age for mandatory retirement pursuant to HMC Section 2.35.040;

(B) That Judy Vaughn, an employee of the Town of Highland, has presented a written request to be granted a waiver from mandatory retirement and an extension of duties for the next municipal year;

(C) That the Town Council now does hereby waive mandatory retirement for Judy Vaughn and grant an extension of duties for one (1) year having found and determined the following:

- (1) The employee is deemed physically and mentally able to perform the employee’s normal duties; and
- (2) Granting this waiver and extension is in the best interests of the Town; and,
- (3) The waiver and extension is valid for a period of one year, expiring on December 31, 2018, noting additional waivers and extensions may be requested;

**Section 3.** That this resolution should be filed with the employee and the employee’s workforce file.

**DULY RESOLVED and ADOPTED** this 11<sup>th</sup> day of September 2017, by the Town Council of the Town of Highland, Lake County, Indiana, having passed/ not passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

/s/ Dan Vassar, President (IC 36-5-2-10)

**Attest:**

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**6. Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for 4 workers in the Public Works Department**

(agency). Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

*The Operations Director requests that the Town Council act favorably on the Letters of Commendation for the following workers, who are selected as Public Works Department (Agency) Employees of the Month:*

- *Keith Orban, June 2017*
- *Dan Clayton, July 2017*
- *Sean Matusik, August 2017*

Councilor Herak moved to approve the letters of commendation for the identified workers and to aware them a single paid day off, pursuant to Section 4.13 of the Compensation and Benefits Ordinance. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The letters and the paid days off were approved.

**Comments from the Town Council:**

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison*

Councilor Zemen acknowledged the Building Commissioner who offered a brief report regarding the Plan Commission activity and a subdivision petition.

Councilor Zemen welcomed Kathy DeGuilio-Fox as the newly appointed Redevelopment Director.

Councilor Zemen acknowledged the IT Consultant, who reported on a proposed new telecommunications agreement with COMCAST for the Town.

- **Councilor Mark Herak:** *Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

Councilor Herak acknowledged the Public Works Director, who reported on the Martha Street Sewer rehabilitation project and the town-wide paving program.

Councilor Herak and the Public Works Director engaged in a colloquy regarding the status of the Cost of Service Study for the Hammond Sanitary District.

- **Councilor Steve Wagner:** *Advisory Board of Zoning Appeals Liaison • Redevelopment Commission Liaison.*

Councilor Wagner expressed well wishes to Kathy DeGuilio-Fox as the new Redevelopment Director.

Councilor Wagner acknowledged the Building Commissioner, who reported on matters pending before the Advisory Board of Zoning Appeals.

- **Councilor Konnie Kuiper:** *Town Board of Metropolitan Police Commissioners, Liaison. • Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper also welcomed the newly appointed Redevelopment Director, Kathy DeGuilio-Fox.

Councilor Kuiper acknowledged the Fire Chief who discussed a house fire on Highway Avenue to which the department responded.

- **Council President Dan Vassar:** Town Executive • *Chair of the Board of Police Pension Trustees* • *Liaison to the Park and Recreation Board.*

The Town Council President acknowledged the Parks and Recreation Superintendent who offered a brief survey of capital projects in the parks and related physical plant. He further offered an update on the status of the Hawk Lighting system for the 45<sup>th</sup> Avenue crossing of the bike trail.

#### **Comments from Visitors or Residents:**

1. Terry Steagall, 8577 Kleinman Road, Highland, congratulated the newly appointed Redevelopment Director, Kathy DeGuilio-Fox.

Mr. Steagall further expressed concerns about the recently announced intentions of the President of the United States regarding the ending of the “*Deferred Action for Childhood Arrivals*” (DACA) persons.

Mr. Steagall re-expressed his hope that the Town of Highland would consider a so-called “Welcome City” Ordinance for Highland.

**Payment of Accounts Payable Vouchers.** Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **August 29, 2017 through September 11, 2017** and the **payroll dockets for August 18, 2017 and September 01, 2017**. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

#### **Vendors Accounts Payable Docket:**

**General Fund, \$201,874.32; Motor Vehicle Highway and Street (MVH) Fund, \$11,729.54; Local Road and Street (LR&S) Fund, \$11,700.86; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,119.59; Insurance Premium Fund, \$149,211.89; Gasoline Payment Agency Fund, \$20,365.50; Information and Communications Technology Fund, \$7,240.19; Municipal Cumulative Capital Development Fund, \$1,085.26; Traffic Violations and Law Enforcement Agency Fund, \$5,278.00; Special Community Crossings Grant Fund, \$411,642.00; Economic Development Local Income Tax Fund, \$8,757.21; Total: \$830,004.36.**

#### **Payroll Docket for payday of August 18, 2017:**

**Council, Boards and Commissions, \$8,374.00; Office of Clerk-Treasurer, \$13,063.70; Building and Inspection Department, \$8,539.52; Metropolitan Police Department, \$134,512.03; Fire Department, \$3,735.79; Public Works Department (Agency), \$69,050.80 and 1925 Police Pension Plan Pension Fund, \$67,618.39; Total Payroll: \$304,894.23.**

#### **Payroll Docket for payday of September 01, 2017:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$13,163.83; Building and Inspection Department, \$8,826.27; Metropolitan Police Department, \$110,171.88; Fire Department, \$3,617.07; Public Works Department (Agency),**

\$67,821.66 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll:  
\$203,600.71.

**Adjournment of Plenary Meeting.** Councilor Kuiper moved that the plenary meeting be adjourned. Councilor Herak seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, September 11, 2017 was adjourned at 7:33 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer